



DELAWARE SUPREME COURT

Non-Merit Position

(This position is exempt from the State of Delaware Merit Rules and the Judicial Branch Personnel Rules)

Posting #AOC1101N13

STAFF ATTORNEY

Opening Date: November 14, 2013 **Closing Date:** December 5, 2013

Salary: \$83,954 - \$98,764 (75% - 88% of Midpoint) Pay Grade A18*

Location: City of Wilmington (**Please check this location on your application**)
Carvel State Office Building

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: A Delaware Supreme Court Staff Attorney occupies a professional and confidential position subject to assignment by the Chief Justice and the Justices of the Delaware Supreme Court and serves at the pleasure of the Court. Under the general supervision of the Chief Staff Attorney, this employee assists the Court in discharging its constitutional responsibilities as the Court designates orally and in writing from time to time. Duties include, but are not limited to, conducting legal research, drafting legal memoranda, assisting with the development of legislation, providing legal advice to the Court, drafting reports, assisting the motion Justice, drafting orders for the Court's review, reviewing all pro se filings to recommend appropriate disposition for the Court's consideration, and performing such other legal duties as assigned.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

1. Graduation from an accredited law school and a minimum of two years of work experience as an attorney.
2. Membership in the Bar of the Supreme Court of Delaware
3. Excellent research and writing skills.
4. Outstanding analytical and problem solving skills.
5. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 Administrative Office of the Courts
 New Castle County Courthouse
 500 N. King Street, Suite 11600
 Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
 An Equal Opportunity and Affirmative Action Employer**